

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

DATE: 28 July 1955

FROM :

SUBJECT: Records Disposition Survey for Records Management Staff

In accordance with your request, a records management survey has been conducted in the Records Management Staff, Management Staff. The survey covered all records of the staff and was primarily concerned with the disposition phase of the records management program for the purpose of preparing records control schedules.

FINDINGS AND RECOMMENDATIONS

1. 44 separate series of records totaling 75.5 linear feet have been inventoried and entered on records control schedules. These records occupy filing equipment valued at approximately \$ 7,934.98 and consist of the types shown on Attachment A.
2. 38.5% or 29.1 linear feet of records have been appraised as having permanent value and scheduled for retirement to the Records Center.
3. 61.5% or 46.4 linear feet have been appraised as having temporary value and scheduled for destruction while maintained in current files space or after retirement to the Records Center.
4. Through the application of the records control schedules, the estimated destruction of records during 1955 and 1956 should total approximately 44 linear feet, releasing filing space and equipment valued at \$1,536.84.
5. The records scheduled for retirement to the Records Center should total approximately 22 linear feet. The cost of maintaining these records in office space is approximately \$768.42 and by transfer to the Records Center lower cost storage, the maintenance cost will be approximately \$5.72. The difference would be a savings of \$762.70 to the Agency.

Attachment

25X

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100160008-8

FILING EQUIPMENT.

<u>Number</u>	<u>Types</u>
8	4-dr legal safes
2	2-dr legal safes
1	2-door vault safe
1	5-dr letter lock cabinet
12	visible file cabinets (17dr-5x8 slides)